

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY
REGULAR MEETING**

**Members Present On-Line: Frank Sims
Dr. Ellison Conrad – In Person
Daniel Ruble
Stephen M. Quilty
Andy Puckett
Dr. James E. Baker
Ben Jenkins**

Guest Present: See Attachment

The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, May 11, 2020 at 6:00 P.M. via the Zoom App. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims congratulated Dr. Conrad on his retirement.

Mr. Sims called for approval of the Minutes of the Regular Meeting April 13, 2020.

Mr. Quilty moved to approve the minutes of April 13, 2020. Dr. Conrad seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Jenkins, Mr. Ruble, Dr. Conrad, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Puckett logged into the meeting at 6:11 P.M.

Mr. Hines stated that the Secretary of Transportation has awarded through the FAA, a Supplemental Appropriation, Airport Improvement Program (AIP) grant of two million eight hundred eighty-eight thousand eighty-nine dollars (\$2,888,889) to the Airport for the runway extension project. Attachment #4 is a Resolution authorizing the execution of the Grant Application and the acceptance of the Grant.

Discussion ensued.

Mr. Quilty recommended that on page two (2) of the Resolution, second paragraph where it says "the FAA has issued instructions to VHAA" be changed to say "the FAA has extended an offer to VHAA".

Discussion ensued.

Mr. Puckett moved to approve, with changes, the Resolution authorizing the execution of the Grant Application and the acceptance of the Grant for two million eight hundred eighty-eight thousand eighty-nine dollars (\$2,888,889). Dr. Conrad seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Hines stated that attachment #6 is a Resolution to accept and execute the Coronavirus Aid, Relief, and Economic Security Act (CARES-Act) Grant for sixty-nine thousand dollars (\$69,000) that was appropriated to the Airport.

Discussion ensued.

Dr. Baker stated that there was a typo correction needed on page two (2), third paragraph, the word "father" should be "further".

Mr. Quilty stated that there was a typo correction needed on page two (2), fourth paragraph, the word "Reslolved" should be "Resolved".

Mr. Quilty moved to approve, with typo corrections, the Resolution to accept and execute the Coronavirus Aid, Relief, and Economic Security Act (CARES-Act) Grant for sixty-nine thousand dollars (\$69,000). Dr. Baker seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Hines stated that attachment #7 is a Resolution to apply for a grant from the Virginia Tobacco Region Revitalization Commission, which will be used for design, engineering and construction on of a business aircraft hangar.

Discussion ensued.

Dr. Conrad recommended that the word "Jet" be removed from paragraph four (4), on page one, and from paragraphs one (1), two (2) and three (3) on page two of the Resolution.

Discussion ensued.

Dr. Conrad moved to approve, with changes, the Resolution to apply for a grant from the Virginia Tobacco Region Revitalization Commission. Dr. Baker seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Hines stated that attachment #8 is a Resolution to apply for a loan from the United States Department of Agriculture for hangar Construction.

Discussion ensued.

Mr. Puckett moved to approve the Resolution to apply for a loan from the United States Department of Agriculture for hangar Construction. Mr. Quilty seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Hines stated that attachment #10 is a Resolution to apply for a grant from Virginia Department of Aviation (DOAV) for seventy-eight thousand dollars (\$78,000) for funds for Construction Administration Services and related to Taxilane & Landside Rehabilitation project.

Discussion ensued.

Dr. Baker recommended that the word "Jet" be removed from paragraph four (4), on page one, and the word "Jet" be replaced with "Aircraft" in paragraph one (1), on page two (2) of the Resolution.

Dr. Baker moved to approve, with changes, the Resolution to apply for a grant from Virginia Department of Aviation (DOAV) for seventy-eight thousand dollars (\$78,000) for funds for Construction Administration Services and related to Taxilane & Landside Rehabilitation project. Dr. Conrad seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Hines stated that attachment #11 is a Resolution to apply for a grant from Virginia Department of Aviation (DOAV) for seventy-eight thousand dollars (\$78,000) for funds for Sinkhole Repair.

Discussion ensued.

Dr. Baker recommended that the word "Jet" be removed from paragraph four (4), on page one, and the word "Jet" be replaced with "Aircraft" in paragraph one (1), on page two (2) of the Resolution.

Dr. Baker moved to approve, with changes, the Resolution to apply for a grant from Virginia Department of Aviation (DOAV) for seventy-eight thousand dollars (\$78,000) for funds for Sinkhole Repair. Dr. Conrad seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee had not met.

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Sims called for Unfinished Business.

None.

Mr. Sims called for New Business.

Mr. Sims stated that the Draft Operations Budget for FY20/21 was included in the packet as attachment #9 for the Boards review.

Discussion ensued.

Mr. Sims asked the Operations Committee to meet and review the Draft Operations Budget for FY20/21 and present the Committees recommendations to the Board at the next Board meeting.

Mr. Sims called for Public Comments.

None. No Public Present on-line or in person.

Closed Session

None

Mr. Puckett moved to adjourn. Dr. Conrad seconded the motion. Roll call vote was taken AYES: Dr. Baker, Mr. Ruble, Dr. Conrad, Mr. Jenkins, Mr. Puckett, Mr. Quilty, and Mr. Sims. The motion carried unanimously. The meeting adjourned at 7:40 P.M.


Dr. James Baker, Secretary


Frank Sims, Chairman

VIRGINIA HIGHLANDS AIRPORT AUTHORITY
GUEST LIST - May 11, 2020

[illegible]



A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the "Authority") was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe takeoffs and landings of modern and up-to-date non-commercial and business jet civil aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport's existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, on April 20, 2020 the U.S. Department of Transportation, Federal Aviation Administration announced the award of approximately \$10 billion to commercial and general aviation airports from the newly created *Coronavirus Aid, Relief, and Economic Security (CARES) Act* Airport Grant Program, and

WHEREAS, this effort will provide unprecedented and immediate relief to families, workers and business and will support continuing operations and replace lost revenue resulting from the sharp decline in passenger traffic and other airport business due to the COVID-19 public health emergency, and

WHEREAS, the FAA has appropriated \$69,000.00 to Virginia Highlands Airport to support continuing operations and assist in replacing lost revenue resulting from the sharp decline in passenger traffic and other airport business due to the COVID-19 health emergency, it is therefore,

RESOLVED, that Virginia Highlands Airport accept and execute this grant from the FAA and further resolved that the Airport Authority administration be permitted and directed to receive these funds and apply the funds to the legal operating expenses of the airport, and

FURTHER BE IT RESOLVED, this resolution is effective immediately, as adopted this 11th Day of May, 2020 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.

A handwritten signature in blue ink, reading "J. Ellison Conrad" with a stylized flourish at the end.

Dr. Ellison Conrad, Assistant Secretary



A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the “Authority”) was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, the lands, easements and privileges acquired and owned, controlled or occupied by the Authority have been declared in §5.1-33 to be for public, governmental and municipal purposes, and to be within the definition of property acquired for public uses as such term is used in Article 1, Section II of the Constitution of Virginia, and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe operations of modern and up-to-date non-commercial and business aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport’s existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, the Authority is currently engaged in a \$34M runway extension project designed to provide additional safety for operations at the airport and will attract additional business aircraft operations, and

WHEREAS, significant funding from the FAA, DOAV, Washington County, VA, and Virginia Department of Transportation has been provided to the Authority for the runway extension project there exist a major and immediate need for repair and mitigation of sinkholes that have developed on airport property, and

WHEREAS, Virginia Highlands Airport Authority has the desire to expediently and properly repair these sinkholes and the Authority has obtained an estimate for Scope of Services, Estimated Plan Sheets and Rate Schedule for Design, Bidding, and Construction Administration cost of \$78,000.00,

RESOLVED, that the Authority apply for a grant from the Virginia Department of Aviation (DOAV) for \$78,000.00 for funds for this phase of the sinkhole project and related costs for the project, eighty (80) percent to be funded by DOAV, and

FURTHER BE IT RESOLVED, the Airport Authority administrative staff be permitted to apply for these funds, accept a grant offer and to have a grant executed and to disburse funds as required.

This RESOLUTION adopted this 11th Day of May, 2020 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.



Dr. Ellison Conrad, Assistant Secretary



A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the "Authority") was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, the lands, easements and privileges acquired and owned, controlled or occupied by the Authority have been declared in §5.1-33 to be for public, governmental and municipal purposes, and to be within the definition of property acquired for public uses as such term is used in Article 1, Section II of the Constitution of Virginia, and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe operations of modern and up-to-date non-commercial and business aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport's existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, the Authority is currently engaged in a \$34M runway extension project designed to provide additional safety for operations at the airport and will attract additional business aircraft operations, and

WHEREAS, significant funding from the FAA, DOAV, Washington County, VA, and Virginia Department of Transportation has been provided to the Authority for the runway extension project there exist a major and immediate need for taxilane and landside pavement rehabilitation project, and

WHEREAS, Virginia Highlands Airport Authority has approved and applied for and received funds from Virginia Department of Aviation for design and engineering cost for the project, therefore,

RESOLVED, that the Authority apply for a grant from the Virginia Department of Aviation (DOAV) for \$78,000.00 for funds for Construction Administration Services and related costs for the project, eighty (80) percent to be funded by DOAV, and

FURTHER BE IT RESOLVED, the Airport Authority administrative staff be permitted to apply for these funds, accept a grant offer and to have a grant executed and to disburse funds as required.

This RESOLUTION adopted this 11th Day of May, 2020 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.

A handwritten signature in blue ink, appearing to read "Dr. Ellison Conrad", with a stylized flourish at the end.

Dr. Ellison Conrad, Assistant Secretary



A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY

WHEREAS, the Virginia Highlands Airport Authority (the “Authority”) was created by the Board of Supervisors of Washington County, Virginia for a public purpose and as a matter of public necessity, and

WHEREAS, pursuant to §5.1-33 of the Code of Virginia, the airport has been acquired, owned and controlled by the Authority for public, governmental and municipal purposes as a licensed public use airport by the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV), and

WHEREAS, the lands, easements and privileges acquired and owned, controlled or occupied by the Authority have been declared in §5.1-33 to be for public, governmental and municipal purposes, and to be within the definition of property acquired for public uses as such term is used in Article 1, Section II of the Constitution of Virginia, and

WHEREAS, pursuant to §5.1-41 of the Code of Virginia, the Authority has the power and obligation to construct, improve, equip, maintain and operate an airport for Washington County and has so operated the airport since 1987, and from that date has consistently improved the facilities to accommodate safe takeoffs and landings of modern and up-to-date non-commercial and business aviation aircraft, and

WHEREAS, in having regularly provided facilities intended to comply with the safety and security requirements of the aviation industry, and the related regulating agencies, the airport’s existence has had a secondary effect of providing a positive impact to the economic base of Washington County and other parts of the Southwest Virginia region, and

WHEREAS, the Authority is currently engaged in a \$34M runway extension project designed to provide additional safety for operations at the airport and will attract additional business operations, and

WHEREAS, significant funding from the FAA, DOAV, Washington County, VA, and Virginia Department of Transportation has been provided to the Authority for the runway extension project there exist a major and immediate need for business aircraft hangar space to accommodate both based and transient aircraft, it is therefore,

RESOLVED, that the Authority apply for a grant from the Virginia Tobacco Region Revitalization Commission, the funds from which will be used for design, engineering and construction on airport property of a business aircraft hangar.

FURTHER BE IT RESOLVED, this resolution is effective immediately.

This RESOLUTION adopted this 11th Day of May, 2020 at a regular meeting of the Board of Directors of Virginia Highlands Airport Authority, by a majority of Directors present and voting, a quorum existing.

A handwritten signature in blue ink, appearing to read "J. Ellison Conrad", is written over a horizontal line.

Dr. Ellison Conrad, Assistant Secretary



RESOLUTION
OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY
ACCEPTING A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION

WHEREAS, the Virginia Highlands Airport Authority (VHAA) was formed by Washington County, Virginia to operate the County's only airport and given the power and duty to acquire, establish, construct, enlarge, improve, equip, maintain, operate, and regulate the use of the public airport known as Virginia Highlands Airport, its structures, air navigation facilities, and other property incident thereto and is empowered, as fully and completely as provided by the 1950 Code of Virginia, Title 5.1, as amended from time to time, together with all applicable powers and authority granted by the general law of the Commonwealth of Virginia, to fulfill such functions, and

WHEREAS, as a public airport listed in the National Plan of Integrated Airport Systems maintained by the Federal Aviation Administration (FAA), all major procurement and construction to improve the safe arrival and departure of aircraft has been and will continue to be controlled by the rules and regulations of the U.S. Department of Transportation, Federal Aviation Administration (FAA), and Virginia Department of Aviation (DOAV), and

WHEREAS, VHAA has consistently and continually worked to create and maintain a safe environment for aircraft to operate in and out of its public airport, in accordance with the requirements and direction of the FAA, and DOAV, and

WHEREAS, developments in non-commercial aircraft using the airports that are part of the National Plan of Integrated Airport Systems, including those using the Virginia Highlands Airport, have from time to time resulted in the need for runway improvements (including lengthening of same) in order to safely accommodate many of today's non-commercial aircraft, and

WHEREAS, the FAA has extended an offer to VHAA to apply for a \$2.8M grant, a copy of which is attached, for the expressed purpose to continue construction of the runway extension project, Phase III, (Embankment) Season 3, and

WHEREAS, a copy of the FAA and DOAV grant applications for the above referenced project are attached, and,

WHEREAS, this Board of Directors wishes to continue the development of improvements necessary to meet the safe landing and take-off demands posed by current non-commercial aircraft operations in the United States, therefore it is

RESOLVED, that the VHAA Chair, Airport Manager and Airport Administrative Staff and VHAA Legal Counsel and VHAA Engineering Consultants are authorized and instructed to apply for the necessary grants and pursue such actions as are necessary to complete the work as described in the grant applications, and to seek further grants and financial assistance in order to continue development of VHAA aviation facilities, and expend said funds for the same, and it is

FURTHER RESOLVED, that the Virginia Highlands Airport Authority Legal Counsel is hereby authorized to execute any and all grants for the above referenced project.

THE FOREGOING RESOLUTION WAS ADOPTED THIS 11th DAY OF MAY, 2020 BY A VOTE OF 7 FOR AND 0 AGAINST, A QUORUM PRESENT AND VOTING:



Assistant Secretary
(Dr. Ellison Conrad)



**RESOLUTION OF GOVERNING BODY OF
VIRGINIA HIGHLANDS AIRPORT AUTHORITY**


WHEREAS, the Governing Body of the Virginia Highlands Airport Authority, the Board of Directors, consisting of seven (7) members, as duly appointed by the Washington County, Virginia Board of Supervisors, in a regular schedule meeting on the eleventh (11th) day May, 2020 at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a corporate aircraft hangar to serve the community, the above Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Manager, or the Executive Assistant of Virginia Highlands Airport be authorized to execute on behalf of Virginia Highlands Airport Authority the above referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meeting of this Board.


Virginia Highlands Airport Authority

By:  Chairman
(Signature and Title)

Attest:  Manager
(Signature and Title)

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Virginia Highlands Airport Authority in a duly assembled meeting on the eleventh (11th) day of May, 2020.


Assistant Secretary

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